

APPENDIX B

Documents Generally Included in the Administrative Record for a Remedial Action

| Document | Included | N/A |
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| Index of documents included in the record | | |
| Record of Decision (ROD) | | |
| Amended ROD | | |
| Remedial investigation/feasibility study (RI/FS) (workplan and final) | | |
| Amendments to RI/FS workplan | | |
| Proposed plan | | |
| Explanation of significant differences (ESD) | | |
| Preliminary assessment (PA) | | |
| Site inspection (SI) Report | | |
| Sampling and analysis plan | | |
| Sampling data | | |
| Chain of custody forms | | |
| Pollution Reports (POLREPS), if appropriate for inclusion, such as when a remedial action follows a removal action | | |
| Memoranda on site-specific or issue-specific policy decisions | | |
| Inspection reports | | |
| Data summary sheets | | |
| Technical studies performed for site (e.g., groundwater studies) | | |
| Risk evaluation/endangerment assessments and underlying documentation | | |
| Fact sheets or summary information regarding remedial action alternatives generated if special notice letters are issued to PRPs at an early stage of the RI/FS | | |
| Correspondence with PRPs regarding any aspect of the remedial action | | |
| Data submitted by the public, including PRPs | | |
| Guidance documents (site-specific should be in the record; general guidance documents may be included by reference) | | |
| Documents showing public involvement: community involvement plan, newspaper and other public notices, documents sent to persons on the community involvement mailing list, community involvement mailing list, documentation of public meetings, public comments, responses to significant comments | | |
| Parts of administrative orders or consent decrees that are relevant to the selection of the response action | | |
| Affidavits containing relevant factual information not contained elsewhere in the record file | | |
| Notice letters to PRPs, if appropriate for inclusion | | |
| CERCLA § 104(e) information request letters and CERCLA § 122(e) subpoenas and responses, including deposition transcripts, if | | |

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| appropriate for inclusion | | |
| Responses to CERCLA § 104(e) information request letters, if appropriate for inclusion. | | |
| RCRA Documents, if applicable | | |
| Documentation of state involvement | | |
| ATSDR documents | | |
| Documents supporting a finding under CERCLA § 106 of imminent and substantial endangerment | | |